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MEMORANDUM FOR: Chief, Plans and Policy Staff

30 January 1958

SUBJECT : Intelligence School Weekly Report #4
23 January through 30 January

I. SIGNIFICANT ITEMS: None

II. OTHER ACTIVITIES:

A. Management Training

(1) A tentative schedule has been prepared for the OIR Management Conference [redacted] The reading matter has been cut down and brought up to date. Arrangements have been fully laid on through DG/US.

(2) A formal request from the Office of Communications for the first Supervision Special has been received. The answer prepared for the OIR's signature accepts the request to put it on [redacted]

(3) The experimental Introduction to Supervision, GS 9-11, announced for 17-21 February is oversubscribed according to the Registrar's figures. There is increasing evidence that the demand for this course is large. It also seems possible that the grade range for this course should include GS 12.

B. OIR Orientation and Briefing Officer

(1) On 28 January a Departmental Briefing was conducted by [redacted] for 74 people from Army (ACSI, Personnel, Special Warfare, Map Service), Navy, Air Force, State, NSA, and USIA. Also attending were four Agency employees - one from OGI and three from MPD, Personnel Office. The Army Map Service nominated 23 people to attend the briefing this time. General Cabell opened the program with a word of welcome.

(2) The CIA Introduction was not given this week. Only ten were scheduled, and when [redacted] asked to cancel, they were rescheduled for 3 February.

(3) All agency speakers but one have been lined up for the Forty-Fourth Class of the Strategic Intelligence School, which begins on 11 February

(4) Mr. Rivinus, Course Chairman of the Mid-Career Course on Foreign Affairs, FSI, has requested that CIA, on 6 and 7 March, again give the two-day set of briefings as presented last December.

SEE REVERSE FOR DECLASSIFICATION ACTION

NOTED FOR DECLASSIFICATION ACTION

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C. Clerical Training

(1) During the week of 20 January there were 34 people in Clerical Induction Training. Of these, six were entering class for the first time. During the same period there were eleven people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees were as follows: of two tested in shorthand, none qualified; of four tested in type-writing, four qualified.

(3) Dr. Tietjen [] of the Medical Staff conducted a health survey of the building at 1016 16th Street on 24 January. It was a help, in that the corridors were given a badly needed scrubbing before the visit.

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D. Operations Support

(1) On 21 January an instructional meeting was held for seventy-three Agency employees who handle the Personnel Information Cards, Form 642. [] in collaboration with Office of the Comptroller, helped develop instructional materials and plans for the meeting, and he has been asked to plan for later meetings like it.

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(2) [] will meet with DDP Training Officers during the next few weeks to discuss proposed changes in the Administrative Procedures coverage. Questions concerning the prerequisites for Budget and Finance Procedures will be covered at the same time.

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(3) Three JOT's assigned to the Finance Office were retroactively registered in Budget and Finance Procedures which began on 6 January. Originally they planned to audit certain coverages, but at their later request, they remained for the entire course.

E. Intelligence Production

(1) Fourteen of the fifteen students originally enrolled completed Effective Speaking Course #5 on 20 January. The overall class performance was of high caliber, and the critiques by the students had nothing but praise []

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(2) Five students completed Intelligence Research (Maps) #5 on 24 January. The students expressed satisfaction with the benefits derived from the training in map reading. Although [] was ill and unable to meet the last two sessions of the group, it was possible for them to complete the assignments with []

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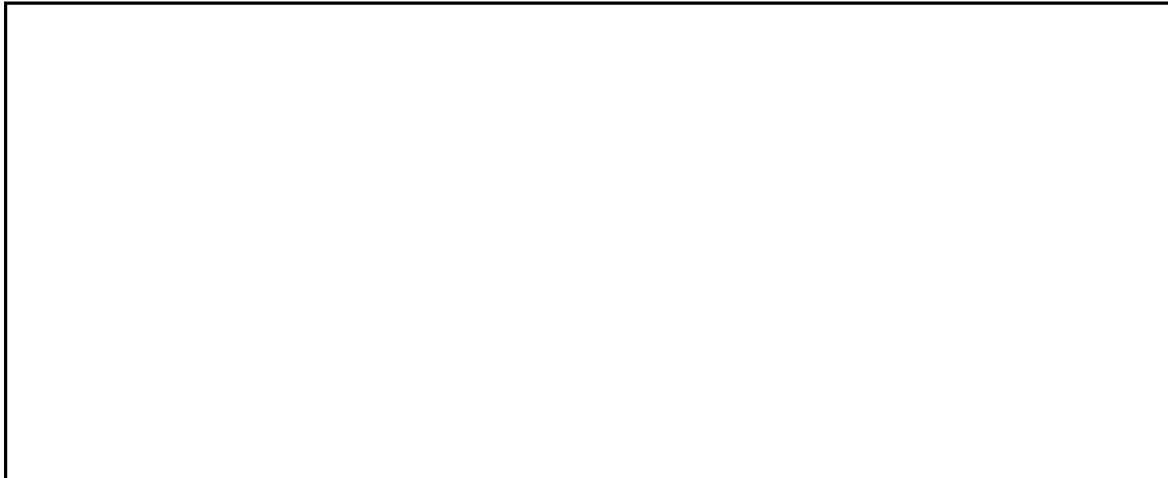
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as advisor. The results will be evaluated when [] returns.

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(3) Instructional Techniques #30 started on 27 January with five students, one each from FE/FI, OCR, ORR, OTR, and OC.



F. Orientation Faculty

(1) Intelligence Orientation #18, scheduled to begin 3 February, has a present enrollment of 97 students. The full IO staff is available, and a large student group can be handled without difficulty.

(2) The same general schedule that has been used in the past two courses will be followed in IO #18, including noon-time area orientation movies. Major addition is a lecture to be given on the Office of Communications during the Support Phase.

(3) Several guest lecturers have already submitted lecture outlines and others have been asked to do so as soon as possible. These outlines will form the basis for a lecture file system to be established and will also be given to students.

(4) The IO staff is continuing its in-service training program of briefings and tours of Agency facilities.

(5) Exhibits

The Office of Communications has resolved the security problems which caused it to withdraw from the last Support Exhibit and will participate actively in the February presentation.

Seat numbers in the R & S Auditorium have been permanently painted on the desks and the floor under the desks, which will aid moving operations for the exhibits considerably. Electricians are installing additional floor sockets this week to provide sufficient outlets for the exhibits.

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